



CITY OF DURHAM

Durham Parks and Recreation

101 CITY HALL PLAZA | DURHAM, NC 27701

Physical Address: 400 CLEVELAND STREET | DURHAM NC 27701

919.560.4355 | F 919.560.4021

www.durhamnc.gov



RESERVATION PROCEDURES

Durham Armory Spruce Pine Lodge Forest Hills Neighborhood Clubhouse McCown-Mangum House

1. Facilities are available for rental subject to schedules of pre-existing programs, events, classes and/or other activities.
2. Once a request is made for use of a Durham Parks and Recreation (DPR) facility, a 10 day hold will be placed on the proposed date(s) of use. On or before the 10th day Durham Parks and Recreation must receive the required application fee and the security deposit. If the payment is not received by the 10th day, the requested date will be reopened to the public without notice to the requesting parties.
3. DPR reserves the right to deny any application.
4. Renters may change application for permit information (i.e. times, estimated attendance, etc.) up to 21 days prior to requested date. At 21 days prior to requested date, information provided on the application for permit will become binding; all information provided must be accurate.
5. Renters must provide accurate contact information including: address, phone numbers and a day-of contact phone number.
6. All other payments are due no later than 45 days prior to the requested date. If payment is not received by that date, the contract will be cancelled and the deposit and any fees paid will be retained by the Department.
7. The use fee or deposit will not be refunded for cancellations less than 45 days prior to the requested date of use.
8. Setup, dismantle and storage of equipment and supplies on days other than the event date constitutes use of the building and stated rates apply. If you need set-up or dismantle time before 6:00 a.m. or after 2:00 a.m. you must rent the building on the day prior to and/or after the event.
9. The renter must be at least **21 years of age**. There must be one adult age 21 or over, per each 10 minors below the age of 21.
10. **Police Security is required for all teen events, public dances, events with ticket sales or charging an entrance fee, when serving alcohol and events with over 100 people in attendance. Renters must contact Sgt. Ray at 919-560-4438 ext 29227 to arrange security.**
11. Renter may not sublet the space to another group or individual.
12. Rentals charging admission/selling tickets to event must pay the associated fee.

FEES AND CHARGES

CR: City Resident, NCR: Non-City Resident

DURHAM ARMORY

SECURITY DEPOSIT:

Events without alcohol	\$300.00
Events with alcohol	\$350.00
Event with alcohol and admission fees or ticket sales	\$500.00

RENTAL FEES: (per hour, minimum of 6 hours)

Monday – Thursday	CR: \$50.00 NCR: \$60.00
Friday – Sunday and Holidays	CR: \$60.00 NCR: \$70.00
Meeting Rooms Only: (per room, minimum of 4 hours)	CR: \$25.00 NCR: \$30.00

ADDITIONAL FEES:

Rental Application Fee (non-refundable)	\$15.00
Food Fee (food/beverages served without kitchen reservation)	\$25.00
Kitchen Fee (for events utilizing the kitchen area)	\$100.00
Alcohol Application Fee (required if serving alcohol)	\$50.00
Setup and Dismantle (per 100 guests) with max @ \$200.00 per rental	\$50.00
Commercial Rental: (all rentals with admission fees or ticket sales)	\$200.00

SPRUCE PINE LODGE *(Functions open to the public are prohibited at Spruce Pine Lodge.)*

SECURITY DEPOSIT:

Events without alcohol	\$200.00
Events with alcohol	\$250.00

RENTAL FEES: (per hour, minimum of 6 hours)

Monday – Thursday	CR: \$40.00 NCR: \$50.00
(Max per day)	CR: \$400.00 NCR: \$500.00
Friday – Sunday and Holidays	CR: \$50.00 NCR: \$60.00
(Max per day)	CR: \$500.00 NCR: \$600.00

ADDITIONAL FEES:

Rental Application Fee (non-refundable)	\$15.00
Food Fee (food/beverages served without kitchen reservation)	\$25.00
Kitchen Fee (for events utilizing the kitchen area)	\$50.00
Alcohol Application Fee (required if serving alcohol)	\$50.00

FOREST HILLS NEIGHBORHOOD CLUBHOUSE

SECURITY DEPOSIT:

Events without alcohol	\$200.00
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RENTAL FEES: (per hour, minimum of 3 hours)

Monday – Sunday	CR: \$30.00 NCR: \$40.00
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ADDITIONAL FEES:

Rental Application Fee (non-refundable)	\$15.00
Food Fee (food/beverages served without kitchen reservation)	\$25.00
Kitchen Fee (for events utilizing the kitchen area)	\$50.00

FEES AND CHARGES (continued)

CR: City Resident, NCR: Non-City Resident

McCOWN-MANGUM HOUSE

SECURITY DEPOSIT:

Events without alcohol	\$200.00
Events with alcohol	\$250.00

RENTAL FEES: (day)

Monday – Thursday	CR: \$100.00 NCR: \$115.00
Friday – Sunday and Holidays	CR: \$200.00 NCR: \$250.00

ADDITIONAL FEES:

Rental Application Fee (non- refundable)	\$15.00
Alcohol Application Fee (required if serving alcohol)	\$50.00

BUILDING AMENITIES

DURHAM ARMORY

72 inch round tables (30)
8 foot banquet tables (40)
Chairs (350)
Kitchen (equipped with Industrial Stove, Double Sink, Microwave, Ice Machine and Refrigerator)

SPRUCE PINE LODGE

8 foot banquet tables (13)
60 inch round tables (8)
Chairs (120)
Kitchen (equipped with Range, Double Sink, Microwave, Ice Machine and Refrigerator)

FOREST HILLS NEIGHBORHOOD CLUBHOUSE

Chairs (60)
8 foot banquet tables (10)
Kitchen (equipped with Range, Double Sink, Microwave, and Refrigerator)

McCOWN-MANGUM HOUSE

Chairs (40)- *The furniture inside the house may not be used or moved.*

BUILDING CAPACITIES

DURHAM ARMORY

Ballroom/Auditorium - 585 Birch Room - 20
Balcony - 314 Oak Room - 30

SPRUCE PINE LODGE

Building – 120 (we recommend 80 when planning to use the tables and chairs)

FOREST HILLS NEIGHBORHOOD CLUBHOUSE

Building – 80 (we recommend 60 when planning to use the tables and chairs)

McCOWN-MANGUM HOUSE

Building – 60 (max 20 guests per room)
Patio/Porch - 40

VIEWING SCHEDULE

DURHAM ARMORY

1st and 3rd Monday of the month from 12pm to 6pm.

SPRUCE PINE LODGE

2nd and 4th Monday of the month from 12pm to 6pm.

FOREST HILLS NEIGHBORHOOD CLUBHOUSE

1st and 3rd Tuesday of every month from 12pm to 6pm.

McCOWN-MANGUM HOUSE

By appointment only Monday through Friday, contact Beth Highley at 919-471-1623.

ALCOHOL INFORMATION

Alcoholic beverages are strictly prohibited except when permits to serve such beverages are obtained from Durham Parks and Recreation and/or the State ABC Board. Permits can be found at:
<http://www.ncabc.com/permits/special.aspx>

Alcoholic beverages are prohibited for events in honor of a minor. Alcohol is not permitted at events open to the public.

Events in which alcohol will be served are required to hire event security through the Durham Police Department. Renters are responsible for contacting the Durham Police Department to obtain information and to schedule officers for their event. Payment is due in cash, to the officer(s) at the beginning of the event. Renters should contact Sgt. Ray at 919-560-4438 ext 29227 to arrange security.

A certificate of liability insurance must be provided to Durham Parks and Recreation no later than 15 days prior to event. The insurance must show general liability insurance with an alcohol/liquor rider for at least \$1,000,000.00, naming the City of Durham as an additional insured. The certificate of insurance must have an original signature covering the date of your event. Insurance can be obtained from any insurance company. Example: www.wedsafe.com, Travelers Insurance, State Farm.

PARKING

Parking is not guaranteed at any location.

Durham Armory- Parking for loading and unloading into the building is permitted under the carport in the back of the building. All guests parking is allowed on the street or at the Durham Centre Parking Garage located at 300 W. Morgan Street. For more information on cost and reservations for the Durham Centre please contact Vincent Washington with Lanier Parking at 919-680-2481 or at vwashington@lanierparking.com.

Forest Hills- The lot on University Drive and on East Forest Hills Blvd. is available to all park goers and is on a first come first serve basis.

Spruce Pine Lodge- The lot is available to all park goers and is on a first come first serve basis.

McCown Mangum House- The lot is available to all park goers and is on a first come first serve basis.

RECYCLING

Recycling is required at all rental locations. Recycling bins will be provided at each event. Recycling must be removed from building after each event.

FREQUENTLY ASKED QUESTIONS

- When will I receive a key for the building?
 - The building will be opened and closed by a facility attendant. The attendant will stay on site during your event to assist you with any issues or concerns that may arise.
 - The attendant is not authorized to extend hours of the rental or allow renter to have possession of the key to the facility.
- Will I need to bring trash bags, toilet paper or paper towels?
 - The following items are available for renter use:
trash bags, trash cans, toilet paper, paper towels, hand soap, mop & bucket, broom

The following items will not be provided but may be needed by the customer:
dish detergent, general disinfectant to clean counters and tables, dish cloths.

- How much cleaning will I need to do once my event is over?
 - Renters are responsible for:
bagging all trash and placing it in the dumpster/designated location,
removing all food and utensils,
removing all props and decorations: including tape, string or streamers, balloons
tables and chairs must be put back the way they were found.
 - Renters must also immediately clean up any spills
 - Renters must report any malfunctions or damage to any area of the facility

SPECIAL FACILITY RENTAL INFORMATION

PLEASE PRINT

THIS INFORMATION DOES NOT GUARANTEE A RENTAL

PERSONAL INFORMATION

Name _____

Organization _____

Non-profit (501©3): YES NO

Date of Birth _____

E-mail _____ Phone Number (H) _____ (C) _____

Address _____ Apt _____ City _____ State _____ Zip _____

RENTAL INFORMATION

Building/Facility _____ Date(s) of Rental _____ Expected Attendance _____

Average Age of Expected Attendance: TEEN TEEN TO YOUNG ADULT ADULT MIXED/FAMILY

Rental Times (start) _____ (end) _____ Food (No Kitchen): YES NO Kitchen Use: YES NO

Alcohol: Beer/ Wine: YES NO Liquor: YES NO Manner of Serving _____

Ticket Sales/ Entrance Fee/ Fundraiser: YES NO Purchasing Setup/ Breakdown (armory only): YES NO

EVENT DETAILS
